

INFORMATION

USAID/General Notice
M/AS/IRD
08/03/1999

SUBJECT: The August Automated Directives System (ADS) Notice

Purpose

This monthly notice is divided into three sections:

Section I lists the policy notices not included on ADS CD 14, but posted to the ADS website.

Section II pertains to ADS tips and the April 1999 InfoExpress CDs.

Section III describes the ADS and provides instructions for accessing the ADS CD.

SECTION I

Policy Notices Since ADS Compact Disk (CD) 14

All Agency personnel have access to General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

There were several USAID/General Policy Notices issued since the release of ADS CD 14.

Please note:

- * ADS CD 14 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS CDs were mailed to the Missions on Thursday, 04/29/99. If you are in USAID/W and unable to locate ADS CD 14, please contact the IRM Help Desk for assistance.
- * ADS CD 14 material and Policy Notices are also accessible via the ADS website.

ADS Intranet address: <http://www.usaid.gov/ADS/>

ADS Internet address: <http://www.info.usaid.gov/pubs/ads>

Policy Notices not included on ADS CD 14 but posted to the ADS website:

0726	07/21/1999	Legal and Policy Consideration when Involving Partner and Customers in Strategic Objective Teams and Other Consultations
0623	06/21/1999	Conflict Prevention Guidance for Strategic Planning
0621	06/18/1999	Program for expanding the Participation of Minority Serving Institutions (MSIs), to be included in ADS 321.
0529	05/24/1999	Policy Reminder - ADS 583, Depository Interest Remittances
0526	05/20/1999	Automated Directives Systems: Chapter 206,

lanpolicy	05/19/1999	Prohibition of Assistance to Drug Traffickers Policy - Reminder Procedures for Obtaining and Verifying Maintenance and Local Area Networks IDs
0521	05/17/1999	NMS Correcting Resource Codes
0516	05/13/1999	Use of the Purchase Card in USAID Under \$2500 Bureau/Office Administrative Budget
0511	05/12/1999	Revisions to the AID Acquisition Regulation (AIDAR)
0501	05/03/1999	ADS 602, Forward Funding Policy
0440	04/29/1999	Changes to the On-the-Spot Awards Program
0426	04/17/1999	Pre-obligation Requirements, a Supplementary Reference to ADS Chapter 202
0415, 0415a	04/12/1999	ADS Chapter 591, Financial Audits of USAID Contractors, Grantees and Host Government Recipients
0409, 0409a, 0409b & 0409c	04/08/1999	ADS 601, Funding Source Policy
0353	03/26/1999	1999 Annual Filing Requirement for the Public Financial Disclosure Report (SF-78) (Rev. 6/94) Covering Calendar Year 1998
0337	03/18/1999	Restoring Annual Leave Subject to Forfeiture
0329	03/15/1999	USAID Policy on Tobacco
0317	03/08/1999	ADS 583, Project Funded Advances

Electronic copies of policy notices may also be obtained by sending an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 14 are on the OP webpage:

www.info.usaid.gov/procurement_bus_opp/procurement/cib

and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available on the OP webpage.

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to the ADS Overview chapters found on every ADS CD, the letter "E" before certain numbers within ADS chapters, and information about the April and July 1999 InfoExpress CDs.

- Q.1 I'd like to know which chapters were updated and/or are new on each ADS CD. How does one find this information?
- A.1 There is one document set aside for each ADS Series that answers your question, the Series Overview. Each Series Overview informs you of any new chapters or updates (substantive and editorial changes) to existing chapters housed within that ADS Series. They also provide you with the names and office symbols of the people responsible for the chapters

within that Series.

Locating the Series Overview: On the ADS CD, click on a particular Series Category and then look at the list of ADS files on the right side of the screen. The Series Overview is the second file listed. These documents are also located on each ADS Series web page.

- Q.2 Where can I find a complete list of ALL ADS chapters housed on the ADS CD.
- A.2 This list can be found in two places: in the ADS Transmittal Memorandum and in a supplementary reference for ADS 527. For your convenience, we are attaching it to this notice.
- Q.3 Why is there a capital E in front of certain numbers within an ADS chapter?
- A.3 The capital E represents Essential Procedures. An Essential Procedure has the same number as its preceding Policy statement. The letter E before the ADS number is a clue to the reader that they are about to read required procedural statements. That is, the minimum required procedures that the Agency must adhere to make the Policy statement a reality.
- Q.4 The April 1999 InfoReg and InfoGuide CDs were available to all USAID/W employees via USAID/W LAN. Now they are not there. What happened?
- A.4 There were many technical errors on the April InfoExpress CDs. Due to these technical errors, the CDs were pulled from the USAID/W LAN.
- Q.5 Where can I find the April 1999 FAM and InfoGuide material?
- A.5 The April 1999 FAM and InfoGuide updates were placed on ADS CD 14. ADS CD 14 is accessible to all USAID/W employees via the USAID/W LAN. Missions were sent ADS CD 14 on April 29, 1999.
- Q.6 Where can I find July 1999 FAM and InfoGuide updates? When will the Department of State release the July InfoExpress CDs?
- A.6 The Agency-specific July 1999 updates are on ADS CD 15, which will be released later this month. At this time, the Department of State does not have a release date for the July 1999 InfoExpress CDs. When we are notified, we will let everyone know the release date for the July 1999 InfoExpress CDs.

Section III

The following information has been updated to include Series 600 in the list of ADS Series.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

Series 100	Organization and Executive Management
Series 200	USAID Program Assistance
Series 300	Acquisition and Assistance Agreements
Series 400	Personnel
Series 500	Management Services
Series 600	Budget and Finance

The *Interim Updates* are USAID/General Policy notices that are not yet in the

standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 14.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

- Step 1. Click on the Windows Start Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

- Step 4. Click on ADS
- Step 5. Click on the Run button

If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs. The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters, but a list of which handbook chapters are still valid is included on the ADS website. Additionally, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400 and 500.

USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

1. The ADS Intranet home page is found by accessing the USAID Intranet home page at: <http://www.usaid.gov> - Then click once on the word "ADS" This link will take you to the USAID Intranet home page.
2. The ADS Internet home page is found by accessing the USAID Internet home page at: <http://www.info.usaid.gov/> - The reader must then click once on the phrase "Publications/Partner Resources." Next, scroll down to "ADS: Automated Directives System -- Formerly the USAID handbooks" header. Click once on this phrase and it will take you to the ADS Internet Home page: <http://www.info.usaid.gov/pubs/ads>.

You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.